

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

P.O. Box 1947
Sacramento, CA 95812-1947
(916) 576-7109
(916) 263-1406 (FAX)
(916) 263-1402 (TDD)



October 7, 2010

To: LIHEAP Contractors

Subject: **2009 LIHEAP Close-Out Report**

The 2009 Low-Income Home Energy Assistance Program (LIHEAP) contract with the Department of Community Services and Development (CSD) expired on September 30, 2010. Per contract requirements, no purchases or other obligations should be made after the expiration date. The Close-out Report is due to CSD on, or before, December 30, 2010.

The forms necessary to complete your 2009 LIHEAP Contract Close-out report are available on our website at: www.csd.ca.gov/Contractors/ENERGY/Energy.aspx. You will locate the 2009 LIHEAP Close-out Report package and download all of the necessary forms.

The required forms are:

- Cover Letter for 2009 LIHEAP Close-out
- LIHEAP Close-out Checklist, CSD 733
- LIHEAP Excess Revenue and Interest Income, CSD 733F
- LIHEAP Close-out Equipment Inventory Schedule, CSD 733G

Please forward one copy of the Close-out Report to CSD no later than December 30, 2010, to the following address:

P.O. Box 1947
Sacramento, CA 95812-1947
Attention: Field Operations, Energy Services Unit

Should you have any questions, or need assistance in completing the Close-out Report, please contact your Field Representative.

Sincerely,

Deena Mount, Field Operations Manager
Kristen Hart, Field Operations Manager